

Library Board Minutes  
November 21, 2017

**Minutes of Prairie du Chien Memorial Library Board of Trustees Meeting**

President Linda Munson called the meeting of the Prairie du Chien Memorial Library Board of Trustees to order at 5:00 pm on Tuesday, November 21, 2017.

1. **Roll Call** Present: Linda Munson, Jill Doll, Norb Aschom, Brenda Anderson, Mary Ann Stemper, Layne David, Lynn O’Kane, school representative, and Library Director, Nancy Ashmore. Kersten Rocksvold, county representative arrived at 5:15 pm.
2. **Motion** by Stemper, second by Doll to certify the open meeting law agenda requirements. Roll call vote was unanimous.
3. **Motion** by Aschom, second by O’Kane to approve the Board Minutes from October 17, 2017 and the Special Meeting Minutes from October 24, 2017 and November 9, 2017. Motion carried.
4. **Motion** by Doll, second by Anderson to approve the monthly bills as recommended by the finance committee. Roll call vote was unanimous.
5. **President’s Report** - Building expansion update, library move report
  - There was an issue with the cement for the project but the issue seems to be resolved.
  - There have been some vibrations at the construction site due to putting in footings.
  - The vibrations have been stopped at this point. It is possible a drill down method could be used instead.
  - Kersten Rocksvold arrived at 5:15 pm.
  - **Motion** by Stemper, second by Doll to authorize the Board President to negotiate with the contractors and others to resolve the vibrations from putting in the footings in a way that is least damaging to property. Roll call vote was unanimous.
  - The library has an agreement with St. John’s Church for using portions of the St. John’s school basement as our library during construction. The cost is \$1,200 per month due on the 5<sup>th</sup> of each month. This will be a 6-month contract that will then continue until either party gives 30 days’ notice.
  - **Motion** by Doll, second by David to authorize the Board President to sign the contract with the Church and to authorize Megan Pedretti to pay the rental amount on the fifth of each month starting in December with a payment for November and December and to pay the utilities each month. Motion carried.
6. **Update on Budget and WHS payment**
  - The Wisconsin Historical Society (WHS) scanned 40 reels of the Courier Press from 1857 to 1955. The total cost of the project is \$5,815.
  - Ashmore budgeted for this project in 2016 but the work was not completed until this year. Ashmore did not want to pay for the work until it was completed.

- Ashmore talked to WHS and they are willing to take a partial payment this year. Ashmore will then budget for the remainder in 2018.
- **Motion** by Stemper, second by O’Kane to take \$2,000 out of Old National Bank to pay part of the Wisconsin Historical Society bill. Roll call vote was unanimous.
- Ashmore presented proposed budget numbers for 2018.

**7. Enter Closed Session**

**Motion** by Stemper, second by Doll to enter closed session at 5:43 pm per State Statutes 19.85 (1)(c)(d). Considering employment, promotion, compensation or performance data of any public employee over whom the governmental body has jurisdiction or exercises responsibility re: staffing and budgetary considerations. Roll call vote was unanimous.

**8. Reconvene into Open Session and any action on the aforesaid closed session**

**Motion** by Stemper, second by Aschom to reconvene into open session at 5:55 pm. Roll call vote was unanimous.

- **Motion** by Stemper, second by Doll to increase Ruth Check-Gates’ wages by \$2.00 per hour for her extra time and work she did during the week of moving the library. Roll call vote was unanimous.
- **Motion** by Stemper, second by Doll to give a cost of living increase of \$0.25 per hour for the part-time staff starting in 2018. Roll call vote was unanimous.

**9. Director’s Report**

- There was no staff meeting as everyone went to the SWAL conference.
- The conference was great. It was very informative. They learned some tips for how to talk to patrons.
- There have been a lot of technology issues since the move. The patron printer worked briefly but then it stopped again. Ashmore has had a problem on her computer where it keeps losing its internet connection. Someone will come on site to troubleshoot the problems.
- The move went smoothly. Everyone was amazed by the volunteers and staff.
- The October statistics were lower than last year but higher than 2015. They will probably be lower in November because of the move.
- The library was one of the organizations that received donations during Shop for a Cause.

**10. December Agenda Items – Next meeting is Tuesday, Dec. 19th at 5:30 pm**

- Construction Update
- Budget

**11. Motion** to adjourn at 6:11 p.m. by David, second by Anderson. Motion carried.

Submitted by Brenda Anderson  
Secretary